



## How to Use the "My Reviews" Tab

1.	"My Reviews" provides you with a list of all the reviews to which you have been assigned by Danya. You will not have access to reviews that are completed and already been sent to report analysis.
2.	<p>After you have logged onto the PRISM web, click on the <b>My Reviews</b> link on the left-hand sidebar.</p> <p>Please note: Depending on your role in the PRISM process, the options you see on the left-hand sidebar may be different from the one pictured here.</p> 
3.	<p>Once in the <b>My Reviews</b> bar, click on the review ID of the review you are working on.</p> 
4.	The <b>Reviews Summary</b> bar outlines the basic review information.
5.	The <b>Review Tasks</b> bar lists the summary of the task activities.
6.	The History bar lists all actions associated with the review up until the present moment.
7.	<p>Congratulations! You have successfully finished learning how to use the "My Reviews" tab.</p> <p><b>End of Procedure.</b></p>